



**Olive View-UCLA Medical Center**  
**INTERMEDIATE TYPIST CLERK**

FOR

**Mental Health Urgent Care**

**Position Summary:** We are seeking highly motivated, energetic, customer friendly and responsible individual to provide clerical services in the Mental Health Urgent Care Unit

**Duties:**

- Maintains patient medical records in a functional and orderly manner
- Transcribes physician's orders. Completes necessary forms and requisitions. Communications effectively with confidential sensitivity
- Admits, transfers and discharges/dispositions patients and notifies appropriate departments within specified time limits.
- Coordinates all incoming and outgoing telephone calls in a courteous and helpful manner
- Demonstrates dependability and flexibility in meeting/scheduling needs of the unit including assignments to other units.
- Strong verbal, written and telephone communication skills
- Ability to interact effectively with co-workers, physicians and patients
- Ability to multi-task
- Excellent customer service and strong problem solving skills
- Excellent organizational skills

**Minimum Requirements:**

- MUST be current and reachable on the Intermediate Typist Clerk certification list or currently hold the item

**Desirable Qualifications:**

- Excellent customer service skills
- Excellent computer skills
- Strong organizational skills
- Punctual
- Able to handle multiple tasks simultaneously
- Able to work with minimal supervision
- Excellent interpersonal skills
- Spanish speaking preferred

Interested applicants please submit your cover letter, resume, and performance evaluations and time records for the past two years to:

**The Nurse Recruitment and Retention Center**

14445 Olive View Dr.

Sylmar, CA 91342

Fax: (818) 364-3326

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**WILL REMAIN OPEN UNTIL THE NEEDS OF THE SERVICE ARE MET**

EOE/ Posted 05/12/2015

THIS IS NOT A BULLETIN FOR A CIVIL SERVICE EXAMINATION